

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120007-7

CONTROL NO

SD 100.3

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

CCDB Activity Report

2. TYPE  
OF  
REPORT☒ STATISTICAL☒ NARRATIVE☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☒ PERSONNEL☒ LOGISTICS☐ MEDICAL☐ TRAINING☐ SECURITY☐ FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Weekly

6. DISTRIBUTION (No. of components not number of copies)

One

7. FORMAT (memorandum, form computer print-out, etc)  
Memorandum

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

SDI 7-3 dated 10 February 1966

10. PREPARING COMPONENT (include lowest level contributing information to report)

Requisition Processing Section

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-5	3.15	2		6.30	52		327.60
GS-13	9.13	30 min.		4.565	52		237.38
TOTAL							564.98

## B. COSTS OF COMPUTER PRODUCED REPORTS

--	--	--	--	--	--	--

TOTAL COSTS PER YEAR

564.98

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Required by OL Management

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)  
☐ CHANGE  
☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

STAT

16. DATE OF INVENTORY

5 October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

Chief, CCDB/SD/OL

18. EXTENSION

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120007-7

FORM 9-70 142

Classification

(22-36-43)

STAT